District PO Contract Process

1. District Engineer/Asst District Engineer/ Technician – Consider wbs elements and funding sources to determine the best way to set up the REQ in order to have a <u>known</u> account assignment on the PO. Consult with Division Project Manager if necessary.
   The following should be considered:
   - Is more than one wbs element involved?
     - **No** = requisition will have <u>one line item</u> with <u>multiple services.</u> All services will be account assigned to the single wbs element. *(Multiple line items can be done if circumstances warrant, but all should be account assigned to the single wbs element.)*
     - **Yes** = If you desire the ability to <u>close</u> any single wbs element before the entire contract is complete, the contract must have one line item for each wbs element. All services (for this line item) must be account assigned to that single wbs element. If all wbs elements can remain <u>open</u> until the PO is complete, you can split the account assignment for any individual service line (to multiple wbs elements). The split percentages will be based on the price bid for the service (by the winning bidder). This will be maintained on the requisition in step 11.
2. If Account Assignment is to be "Unknown" contact the Division Project Manager.
3. Create Purchase Requisition. (ME51N)
4. Enter MB/WB Goals. (ZME_MINGOAL1)
5. Release Purchase Requisition A1.
6. Send out notices to potential bidders.
7. Create an RFQ for each vendor that received a notice. (ME41) (Doc type = **POCB** for std PO contract, **SBEQ** for small business).
8. Provide bid package to each interested bidder. Including Forms RS–2 and DBE-IS for sub-contractor information.
9. Receive bids, acquire insurance and bond info and determine winner.
10. Determine if winning bidder met MB/WB goals.
    - <u>Met</u> goals – original goals are kept, go to step 11.
    - <u>Failed</u> to meet goals – package sent to Good Faith Effort Committee. If committee determines Good Faith Effort was executed, new goals are entered matching those submitted by the contractor. These are now the goals for the project. (ZME_MINGOAL1)
    - <u>Exceeded</u> Goals – The goals proposed by the bidder are adopted as the new required goals. (ZME_MINGOAL1)
11. If multiple wbs elements are to be charged, then the account assignment information on the requisition must be maintained. - Knowing the prices returned from the winning bidder, determine which services should be split and the percentage of the quantities (of each split service) to be assigned to the appropriate wbs elements. (ME53N)
12. Enter bid prices on winning bidders RFQ (for all bidders on SBE Contract). (ME47)
13. Maintain all RFQs to indicate if vendor bid or not (ME47). If you only received a few bids, enter the bid information for <u>all</u> RFQs. If you received many bids and are not entering bid information for all RFQs, enter "REC" in the "Quot. Comment" field for each RFQ.
14. Enter sub-contractor data (ZME_SUBCON)
15. Enter note in the requisition header indicating who the winning bidder is and the winners' RFQ number.
16. Scan in all documentation received from bidders to the appropriate Requisition.
17. Notify Joan for A3 release.
18. Purchasing creates PO from winning RFQ.
19. Enter invoices for payment <u>with subcontractor payment data</u> (form DBE-IS).